

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, October 22, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:02 p.m. on Tuesday, October 22, 2019.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Doty, Graves, Schulz, Strack and Kroeger.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None**

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **None**

Staff members present were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, GA Brianna Kramer and Theresa Tevsh.

Guests at the Board meeting were: None

**Regular and Consent Agenda Approval –
Motion**

Commissioner Strack moved to approve the Regular Agenda and the Consent Agenda.
Commissioner Schulz seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

At this time there was a motion to move a certain agenda item.

Motion

Commissioner Strack made a motion to move Agenda Item Report on Pathway Fitness Membership Renewals/Survey up to Introduction of Graduate Assistant. Commissioner Graves seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the September 17, 2019 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

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Claims and Accounts Approval
Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$716,575.26.
Commissioner Graves seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Correspondence –

Michael Romano Thank you

IAPD – Peter Murphy Letter – Director Gible noted that ENCAP is receiving an award at this Gala and they will have people there. There will also be Park District personnel at the event also.

Commissioner Strack noted he received an email from the secretary at DCEDC soliciting membership of the Park District. Director Gible noted that he was instructed by the Board not to pay the \$1000 membership fee when the renewal notice came out. The Board all agreed to stay with their previous choice to not pay the dues. Director Gible asked Commissioner Strack to respond to DCEDC since they had emailed him.

Positive Feedback –

- President Kroeger thanked Kirk for the outing a few weeks ago after the rains. Kirk and staff along with concessions did a great job.
- Commissioner Strack noted that putting together the 44-person outing on short notice was impressive. This was due to the problems at River Heights.
- President Kroeger noted he and Director Gible have talked about this. He met with Phil Young and he told Bill that they had lost their Golf Supt. He made some suggestions to Phil, but he also realizes we can't do anything that would hurt our Park District.
- Commissioner Strack had a meeting at the Community Center and he saw that every corner of the gym was full that night and it was awesome to see. We have a great facility.

Introduction of New Graduate Assistant:

At this time, Supt. of Recreation Tevsh introduced our GA Brianna Kramer. Brianna noted she did her undergraduate at North Central College in Naperville in Sports Management and a Minor in Marketing. She is working on getting her Masters in Sports Management.

Report on Pathway Fitness Membership Renewals/Survey:

Brianna handed out results from the surveys sent out to see why member let their passes expired to see what we can improve on. We received a 12% response. She then went over the results of the survey. A couple of the issues from the survey was a lack of gym space and equipment options. She went over what things we are going to try in 2020. Facilities Supervisor Lisa Metcalf noted that we are now allowing members in the fitness studio if no class is going on at that time to help with some of the equipment wants. This will be monitored to see how it goes. Supt. of Recreation Tevsh noted we will continue to send out more surveys by mail and possibly make phone calls. Facilities Supervisor Metcalf noted we do ask why a member is cancelling at the time, so we can try to address the issues and see if there if anything we can do for them.

Positive Feedback – cont'd

- Commissioner Graves congratulated Kirk Lundbeck on being the Friend of the Pumpkin Festival.
- Commissioner Graves also noted that the reports that staff puts out each month is outstanding, and this reflects what staff does during the month to make the Park District better. He gave his appreciation and he is very pleased with the efforts of staff.
- Commissioner Graves noted that Supt. of Parks Jeff Donahoe's report on the playgrounds was exceptional.
- Supt. of Recreation Tevsh noted that Saturday we had our Ghost Stories Event. This event has been going on for 8 years and has been moved to the Community Center from the Good Tymes. Sarah and her family helped set up for the event to make it festive. We had about 130 people and the event was incredible and staff did an awesome job.
- Director Gibble noted he had several people tell him it was so much better at the community center.
- Director Gibble noted that John Owens with the City came in today to pick up picnic tables for Pumpkinfest. John suggested they get the tables from the shelters and then they can return the tables to the maintenance shop yard to help save our guys having to move them again. He knows this is the time of year our guys are moving them from the shelters to the maintenance yard to do maintenance on the tables.

Monthly Report – Supt. of Finance Jackie Hienbuecher: Jackie handed out our 2 port folios that PFM did for us. She provided a draw down schedule and PFM ran the 2 reports from this schedule. She went over the results of the 2 port folios. Jackie is always watching where we can get the better interest rate for our money and moves our funds as needed to get the best rate.

Plan Commission Report - Commissioner Strack noted the County committee he is on relating to tax abatement approved some modifications to their rules but kept the salary requirements in place. There was no plan commission meeting since our last board meeting.

Old Business

Resolution: Delegates to IAPD Annual Meeting: Director Gibble noted that Ben Doty was approved as our delegate back in May. If there is no change, we will submit the resolution stating that with Daryl Graves as the 1st Alternate.

Executive Director Committee Update – Commissioner Strack handed out a summary of their first meeting. Sarah will be putting out the job posting onto different websites. They will be meeting again in a few weeks. He also noted the group for the committee is excellent.

Update on Trail Easements/Acquisitions – Director Gibble noted there was nothing additional at this time.

Update on Soccer Complex Project – Director Gible noted that rain has delayed several things. They are hoping to start the curb and cutter installation this week. Then they could start paving the parking lot and drive the following week. The trails should be paved at this time also. They started putting in the plant material a few weeks ago.

Golf Course Irrigation Update – Supt. of Park Jeff Donahoe noted the rain has put this a little behind also. They have the main line on the entire course in now. They still need to put the pipe across 10 bridge and the 10” pipe that goes to the pump house. They are now working on pulling in lines and heads for individual holes. The company works Monday through Thursday and you can hardly tell they have been there. So, this past weekend with the great weather we were able to have around 500 golfers on the course. They are doing an amazing job and are great to work with.

Park Tour: Summary – Supt. of Parks Donahoe noted this was a summary of the park tour. He felt it was good for Commissioner Doty to see some of the challenges we have on a daily basis. Commissioner Doty noted the summary covers well what they talked about and saw that day. He was impressed with the layout. They started in the clubhouse looking at years ahead of what equipment and facilities we have with an estimate of the life of these things and the cost. He was impressed also with the knowledge of Jeff and his staff and what goes on. He feels we are in good hands with what our staff is doing.

New Business

Consider 2019 Golf Fees/Rates – Supt. of Golf Course Operations noted that if not for the minimum wage increase, he would not want to increase anything. He feels we need to raise passes just to cover the cost of minimum wage increase, which will be approximately \$5900 more this next year. There was discussion on the suggested increases.

Motion

Commissioner Strack moved to approve the rates for season passes as recommended along with increasing the greens fee by \$1.00. Commissioner Schulz seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Authorize Easement for Merry Oaks Trail: Director Gible noted the Board was given all the information in front of them and he recommends authorization to execute this easement.

Motion

Commissioner Strack moved to Authorize the Easement for Merry Oaks Trail as presented. Commissioner Schulz seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

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Summary of Known, Upcoming Operating Budget Increases: Supt. of Finance Hienbuecher noted there is nothing additional. She just wanted to give the Board a heads up about what is coming in the budget.

Playground Assessment Report: Supt. of Parks Donahoe noted this is a list of what is coming up in the next 5-6 years. He went playground by playground and structure by structure of what is on this list to see if things need to be replaced or repaired. We are always watching things to make sure all are safe. There are more to look at past the 5-6 years also.

First Draft of Capital Budget: Supt. of Finance Hienbuecher noted this is just a draft and there is more to do on the budget that all superintendents will be working on. Commissioner Schulz asked if the Midwest Museum could be incorporated into this list.

Recommendation Regarding Health Insurance: Supt. of Finance Hienbuecher noted she did not have anything to add to her report.

Motion

Commissioner Schulz moved to approve the Health Insurance Rates as presented.
Commissioner Graves seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Consider Paving West Entry to Sycamore Community Park: Director Gible noted he had nothing to add to his report.

Motion

Commissioner Strack moved to approve the Paving of our West Entry as presented.
Commissioner Schulz seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

November Study Session will be on November 19th at 6:00 pm at 435 Airport Rd.

Public Input –

Commissioner Strack noted there are a few things he would like completed before Dan retires. One is the easement on the Harbeck property to the path. Director Gible asked Commissioner Strack to help with this. The other is the property the Woods bought that Sed Maness wanted to donate to us.

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Motion

The Board adjourned the Regular Session to go into Executive Session at 7:55 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Doty.

Roll Call

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 7:58 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gible, and Supt. of Parks Jeff Donahoe.

Motion

The Board adjourned the Executive Session at 8:35 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

The Board reconvened to Regular Session at 8:35 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gible, and Supt. of Parks Jeff Donahoe.

Motion

The Board adjourned the Regular Session at 8:35 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Schulz.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District